

OPERATIONALLY CERTIFIED

VOLUNTEER FIRE - RESCUE CHIEF

Frederick County Division of Fire and Rescue Services

SCOPE OF WORK:

This volunteer position performs station level administrative and supervisory duties in the management of fire protection, injury prevention, pre-hospital emergency medical services, rescue and fire suppression activities, protection from hazardous materials emergencies and disaster services. This position functions as a department head of the Frederick County Division of Fire and Rescue Services.

The Frederick County fire and rescue system incorporates both volunteer and career personnel. Supervision is given to volunteer and career personnel assigned to the station; supervision is received from the Frederick County Chief of Fire and Rescue Services and the Board of Directors of the respective volunteer fire-rescue corporation.

The Volunteer Fire – Rescue Chief operates under the delegated authority of the Frederick County Board of County Commissioners through the Frederick County Chief of Fire and Rescue Services, as set forth in the Code of Frederick County, Maryland and the Constitution and Bylaws of their respective volunteer fire-rescue corporation.

EXAMPLES OF WORK:

- Serves as a department head within the Division of Fire and Rescue Services with primary responsibility and commensurate authority to manage the day-to-day operations of their respective fire-rescue station.
- Implements and enforces county fire - rescue policies and procedures at the station level.
- Provides station level supervision of career and volunteer personnel assigned to the station.
- Provides supervision of subordinate volunteer officers and ensures they meet and maintain operational certification requirements.
- Ensures that operational volunteer fire-rescue personnel meet and maintain all requirements for operational participation under both corporation and county policies.
- Develops station level work plans in consultation with career supervisors assigned to the station.
- Maintains close coordination with the career Battalion Chief that serves as the station liaison.
- Ensures the operational readiness of facilities, apparatus, equipment and personnel assigned to the station.
- Develops and implements station level policies and procedures as needed and ensures such station policies are not in conflict with county policy.
- Operates as a senior level command officer within the Frederick County Fire and Rescue Services Integrated Chain of Command.
- Responds to fire, rescue, emergency medical, hazardous material and other emergency and non-emergency incidents as necessary.
- Serves as the incident commander or operates in an assigned position within the incident command system to direct and supervise emergency operations.
- Develops and maintains required records and reports and provides such information to authorities outside of the station in accordance with established policies or as requested.
- Ensures order and discipline is maintained and administers appropriate disciplinary action within the scope of their authority under corporate bylaws and county personnel policies.

- In conjunction with the administrative head of the volunteer corporation, develops and submits the annual operating and capital budget request for the station.
- Serves on committees and work groups of the county fire and rescue services as requested to assist in the development of countywide fire-rescue policies and procedures.
- Performs other related duties as required.

QUALIFICATIONS AND REQUIREMENTS: (special requirements continue below)

- Minimum of 8 years of progressively responsible fire and rescue services management experience, which includes experience providing emergency, fire and rescue services in a combined career and volunteer environment.
- Comprehensive knowledge of modern pre-hospital emergency medical care, rescue and fire fighting techniques and fire and injury prevention methodology and disaster management.
- Working knowledge of federal, state and local fire, rescue and emergency medical service regulations, policies and procedures, as well as OSHA and MOSHA requirements.
- Extensive knowledge of modern firefighting equipment and apparatus.
- Working knowledge of current technologies, equipment, codes, certification requirements, fire and rescue tactics and techniques, electronics and other areas pertinent to station and emergency scene operations.
- Ability to establish and maintain effective working relationships with County agencies, the Frederick County Volunteer Fire and Rescue Association Inc. (FCVFRA) and its member companies, the Career Fire Fighters Association of Frederick County, International Association of Fire Fighters (IAFF) Local #3666, advisory groups, elected officials, media representatives, co-workers, and the general public.
- Ability to effectively administer and prepare budgets.
- Ability to effectively supervise, direct and evaluate the work performance of others.
- Knowledge of organizational and personnel management, with the ability to effectively supervise, direct and evaluate the work of volunteer and career personnel.
- Ability to effectively utilize computerized systems and equipment, including word processing, spreadsheets and e-mail software.
- Strong and effective spoken and written (English) communication skills, including public speaking skills and the ability to prepare clear and concise reports.

SPECIAL REQUIREMENTS:

- Possession of a valid automobile operator's license with the ability to be approved by Frederick County Risk Management to drive and operate county insured vehicles and equipment.
- Meet and maintain the requirements of the adopted Frederick County chief officer qualifications standards.